

Windows XP



Customizing File and Folder Management

Objectives

- ▶ Add a folder to the Favorites list
- ▶ Change folder options
- ▶ Change file details to list
- ▶ Change file and folder list views
- ▶ Display disk and folder information
- ▶ Compress files and folders
- ▶ Use personal folders
- ▶ Customize a personal folder
- ▶ Manage files and folders on a CD

As you work with files and folders, you'll discover that navigating through a long list of folders can be time consuming. To be more efficient, you can customize the way you work with files and folders to save you time and effort and to suit your personal needs and preferences. In this unit you'll learn how to create links to access files and folders quickly, change folder view options to display the file and folder information you need, store a file in a custom personal folder to quickly view its contents, display disk and folder size information, compress files and folders to save disk space, and use a compact disc to backup and store files for later use in case of problems.  John Casey, the owner of Wired Coffee Company, customizes some file management tasks to suit his personal needs.





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Adding a Folder to the Favorites List

Rather than navigating through a long list of folders to get to the location you want to display, you can use a Favorites list to locate and organize folders. When you view a folder in My Computer or Windows Explorer that you want to display at a later time, you can add the folder to your Favorites list. Once you add the folder to the Favorites list, you can return to the folder in My Computer or Windows Explorer by opening your Favorites list and selecting the link to the folder you want. In addition to adding folders to the Favorites list, you can also add locations on the Internet. If your list of favorites grows long, you can delete favorites you don't use anymore or move favorites into folders. John wants to add the Wired Coffee folder to his Favorites list.

Steps 123⁴

1. Click the **Start button** on the taskbar, then click **My Computer**

The My Computer window opens, displaying the contents of your computer, including all disk drives and common folders.

2. Double-click the drive and folder where your Project Files are located, then double-click the **Wired Coffee folder**

The Wired Coffee window appears, displaying the contents of the Wired Coffee folder.

3. Click **Favorites** on the menu bar, then click **Add to Favorites**

The Add Favorite dialog box opens, as shown in Figure D-1.

4. Click to the right of the text to place the insertion point in the Name text box, press **[Spacebar]**, type **Company**, then click **OK**

You named the favorite “Wired Coffee Company,” and added the folder to your Favorites list.

5. In the left pane under Other Places, click **My Computer**

The My Computer window appears, displaying the contents of your computer.

6. Click **Favorites** on the menu bar, then click **Wired Coffee Company**

The Wired Coffee window appears, displaying the contents of the Wired Coffee folder. To keep the Favorites list organized, you can delete, rename, or move the favorites.

7. Click **Favorites** on the menu bar, then click **Organize Favorites**

The Organize Favorites dialog box opens, as shown in Figure D-2.

8. Click **Wired Coffee Company** in the Favorites list, click **Delete**, then click **Yes** to confirm the deletion to the Recycle Bin

The favorite is deleted from the Favorites list and sent to the Recycle Bin.

9. Click **Close**

The Organize Favorites dialog box closes, and the Wired Coffee window remains open.

QuickTip

To specify the location of a favorite on the Favorites list, click Create in in the Add Favorite dialog box, then select a location.

QuickTip

To display the Favorites list in the Explorer bar, click View on the menu bar, point to Explorer bar, then click Favorites. To close it, click the Close button in the Explorer bar.

FIGURE D-1: Add Favorite dialog box

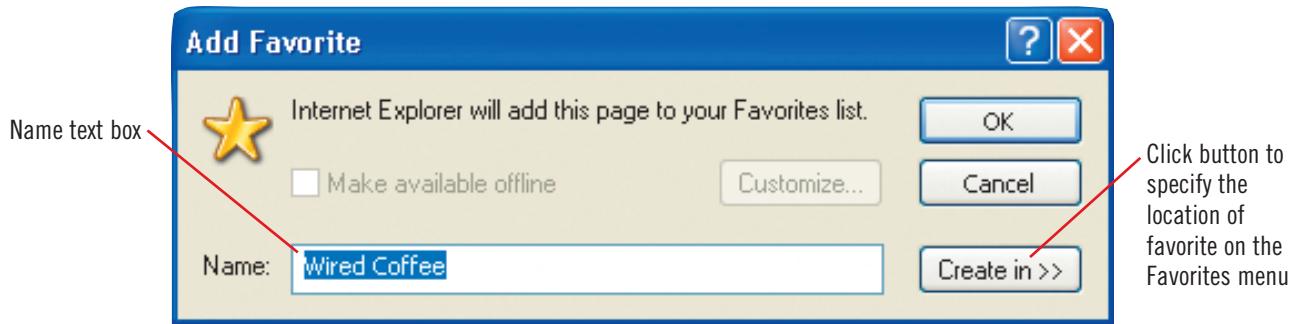
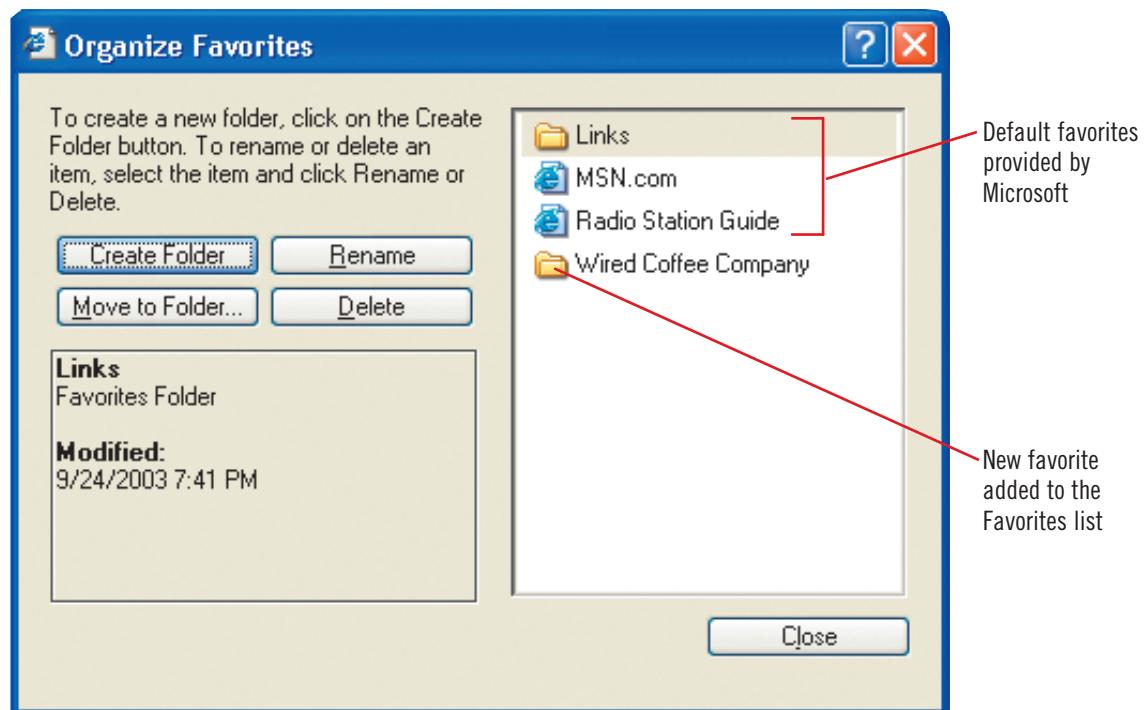


FIGURE D-2: Organize Favorites dialog box



Organizing favorites in folders

If your list of favorites grows long, you can move favorites into folders. To move your favorites, click Favorites on the menu bar, click Organize Favorites, select one or more files or folders from the Favorites list, click Move to Folder to open the Browse for Folder dialog box, select a folder, then click OK. If you want to add a new folder to your Favorites list,

click Create Folder, type the new folder name, then press [Enter]. If you prefer to use another name for a favorite, you can select the favorite you want to rename, click the Rename button, type the new name, then press [Enter]. When you finish making changes, click Close in the Organize Favorites dialog box.



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Changing Folder Options

When you work with files and folders, Windows displays folder contents in a standard way, known as the **default**. The default folder view settings are: Tiles view displays files and folders as icons; common task links appear in the left pane; folders open in the same window; and items open when you double-click them, for example. Depending on previous installation or users, your folder view settings might differ. Instead of changing the folder view to your preferred view—Thumbnails, Icons, List, or Details—each time you open a folder, you can change the view permanently to the one you prefer. To change the default view for all the folders or the current folder on your computer, use the View tab in the Folder Options dialog box to apply new folder settings. In addition to the defaults, you can change options such as folder settings to show or hide file extensions for known file types, show or hide hidden files and folders, show the Control Panel in My Computer, and show pop-up descriptions of folders and desktop items. If you don't like the options you set in the Folder Options dialog box, you can restore the dialog box settings to Windows default settings. John wants to experiment with customizing the folder settings to suit his needs.

Steps 123

1. In the Wired Coffee folder, double-click the **Sales folder**, click the **Views button** on the Standard Buttons toolbar, then click **Details**

The files and folders in the Sales folder appear in Details view.

QuickTip

If you don't like the options you set in the Folder Options dialog box, you can restore the dialog box settings to Windows default settings by clicking **Restore Defaults**.

2. Click **Tools** on the menu bar, then click **Folder Options**

The Folder Options dialog box opens, displaying the General tab, as shown in Figure D-3.

3. Click the **Use Windows classic folders option button**

This option hides the left pane in the folder view that shows common tasks in folders.

4. Click the **View tab**

The View tab appears, as shown in Figure D-4, displaying folder options relating to the way files and folders appear in My Computer and Windows Explorer.

5. Click **Apply to All Folders**, then click **Yes** to accept the folder views change

This feature sets all the folders on your computer to match the current folder's view settings, which is currently Details view.

6. In the Advanced settings box, click the **Hide extensions for known file types check box** to select it if necessary

This option hides the three letter file extension, such as .rtf.

7. In the Advanced settings box, scroll down the list, then click the **Show Control Panel in My Computer check box** to select it

This option shows a Control Panel icon when you open the My Computer window.

8. Click **OK**

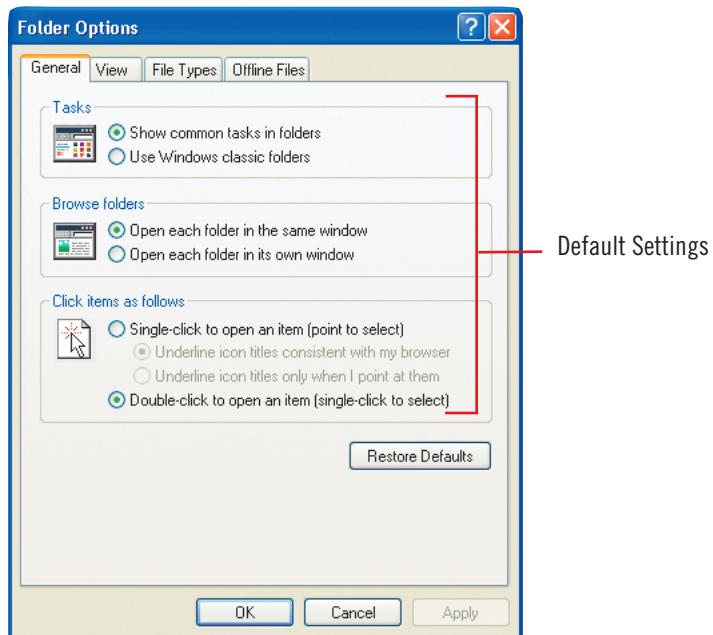
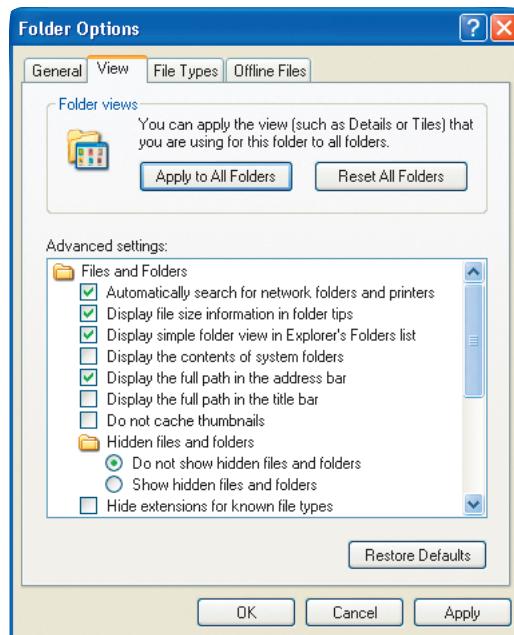
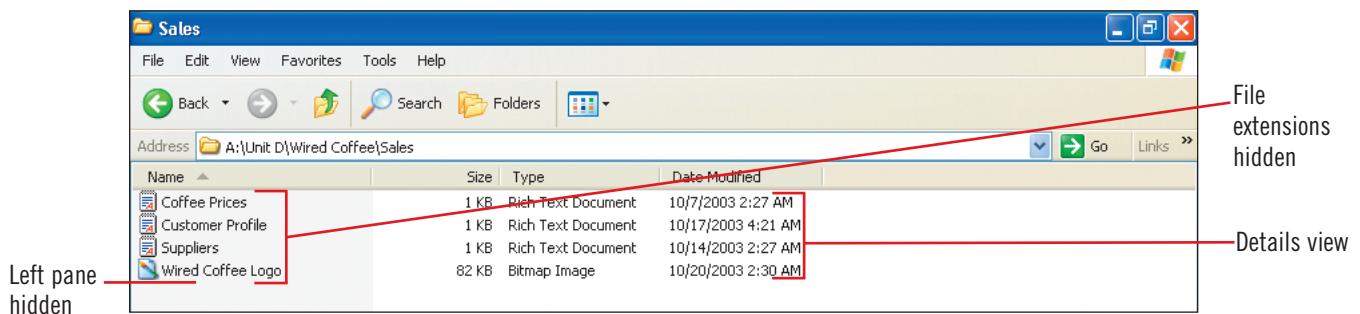
The Sales window appears without the left pane of common tasks and file extensions at the end of filenames, as shown in Figure D-5.

9. Click the **Back list arrow** on the Standard Buttons toolbar, click **My Computer** to display the Control Panel icon in My Computer, click the **Forward list arrow** on the Standard Buttons toolbar, then click **Wired Coffee**

The Wired Coffee window appears, displaying the contents of the folder in Details view. Based on the new folder option settings, all folders appear in Details view.

QuickTip

To display the Control Panel in My Computer, double-click the Control Panel icon.

FIGURE D-3: Folder Options dialog box with the General tab**FIGURE D-4:** Folder Options dialog box with the View tab**FIGURE D-5:** Sales folder with new folder options



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Changing File Details to List

You can display files and folders in a variety of different ways, depending on what you want to see and do. When you view files and folders in Details view, a default list of file and folder information appears, which consists of Name, Size, Type, and Date Modified. If the default list of file and folder details doesn't provide you with the information you need, you can add and remove the file and folder information you want to and from the Details view. You use the Choose Details command or right-click a column indicator button to make changes to the details list.

 John wants to add the owner of a file and image size of picture files to the details list in Details view.

Steps 123

1. In the Wired Coffee folder, double-click the **Sales folder**

The Sales window appears, displaying the contents of the folder in Details view.

QuickTip

When you set the default view to Details view, the items you add or remove from the Choose Details dialog box are not included in Details view.

2. Click **View** on the menu bar, then click **Choose Details**

The Choose Details dialog box opens, as shown in Figure D-6. The selected check boxes indicate the current columns shown in Details view.

3. In the Details box, click the **Owner check box** to select it

This option displays the **owner** (the person who can make changes) of files. Yours will be different.

4. In the Details box, scroll down, then click the **Dimensions check box** to select it

This option displays the size of image files in pixels. A **pixel**, short for picture element, is a single point in a graphic image.

5. Click **OK**

The additional details are displayed in Details view, as shown in Figure D-7.

6. Right-click any column indicator button, then click **Owner** on the shortcut menu to deselect it

The Owner column is removed from Details view.

7. Right-click any column indicator button, then click **Date Created** on the shortcut menu to select it

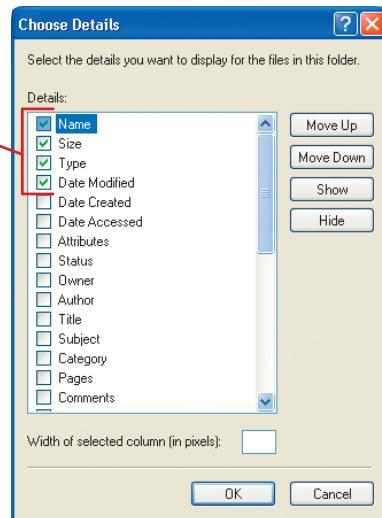
The Date Created column is added to Details view, as shown in Figure D-8.



Moving columns in Details view

When you display files and folders in Details view, you can change the order of the column details to make it easier to locate the information you need to find. You can change the order of columns by using the Choose Details dialog box or the mouse pointer. The easiest way to move a column detail a short distance on the screen is to drag the column indicator button between the two columns where you want to place the column. As you drag the column indicator

button, a blue bar appears, indicating where the column will be placed. If you need to move a column several columns across the screen, the best way to move it is to use the Choose Details dialog box. Click View on the menu bar, click Choose Details to open the Choose Details dialog box, click the column detail you want to move, then click Move Up or Move Down. When you're done, click OK to close the Choose Details dialog box.

FIGURE D-6: Choose Details dialog box**FIGURE D-7: Columns added in Details view**

Column indicator buttons

Column details added

Your name will differ

Name	Size	Type	Date Modified	Owner	Dimensions
Coffee Prices	1 KB	Rich Text Document	10/7/2003 2:27 AM	Everyone	
Customer Profile	1 KB	Rich Text Document	10/17/2003 4:21 AM	Everyone	
Suppliers	1 KB	Rich Text Document	10/14/2003 2:27 AM	Everyone	
Wired Coffee Logo	62 KB	Bitmap Image	10/20/2003 2:30 AM	Everyone	320 x 257

FIGURE D-8: Columns modified in Details view

Owner column detail removed and Date Created column detail added

Name	Size	Type	Date Modified	Date Created	Dimensions
Coffee Prices	1 KB	Rich Text Document	10/7/2003 2:27 AM	9/4/2003 2:55 AM	
Customer Profile	1 KB	Rich Text Document	10/17/2003 4:21 AM	9/4/2003 2:56 AM	
Suppliers	1 KB	Rich Text Document	10/14/2003 2:27 AM	9/4/2003 2:55 AM	
Wired Coffee Logo	62 KB	Bitmap Image	10/20/2003 2:30 AM	9/4/2003 2:58 AM	320 x 257



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Changing File and Folder List Views

Steps 123

QuickTip

If ellipses appear at the end of file information in a column, additional information is hidden. To show the information, drag the edge of the column indicator button to resize the column.

QuickTip

Instead of using the column indicator buttons, you can also click View on the menu bar, point to Arrange Icons by, then click a details category to sort by.

1. In the Sales folder, click the Date Modified column indicator button

The files and folders are now sorted by their last modification date, as shown in Figure D-9. The gray up arrow in the column indicator button indicates that the list is sorted from earliest (at the top) to latest (at the bottom), and the gray column background indicates that the column is selected. When you point to a column indicator button, a bold orange line appears under the column title.

2. Click the Date Modified column indicator button

The gray arrow changes from up to down, indicating that the list is sorted from latest (at the top) to earliest (at the bottom), as shown in Figure D-10. Each of the column indicator buttons works as a toggle; clicking once sorts the file in one order, and clicking again reverses the order.

3. Click the Name column indicator button

The files and folders are now sorted alphabetically by name from top to bottom. You want to restore folder settings.

4. Click View on the menu bar, then click Choose Details

The Choose Details dialog box opens, displaying the currently used details checked at the top of the list.

5. In the Details box, click the Date Created check box to deselect it, click the Dimensions check box to deselect it, then click OK

The Date Created and Dimensions Column details are removed from Details view.

6. Click Tools on the menu bar, then click Folder Options

The folder Options dialog box opens, displaying the file hierarchy.

7. Click Restore Defaults, click the View tab, click Restore Defaults, click Reset All Folders, click Yes to confirm the reset all folder views, then click OK

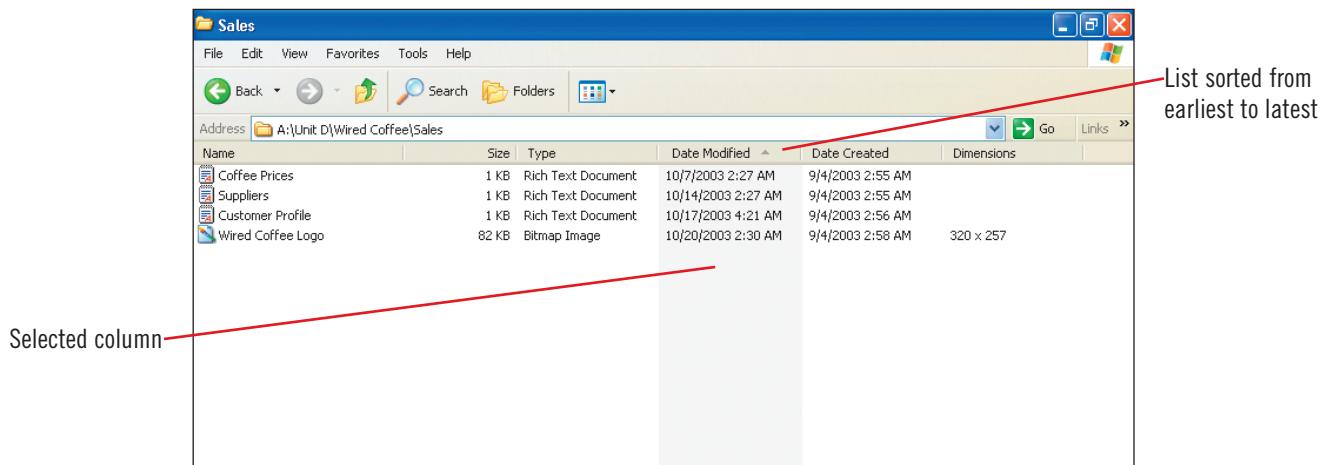
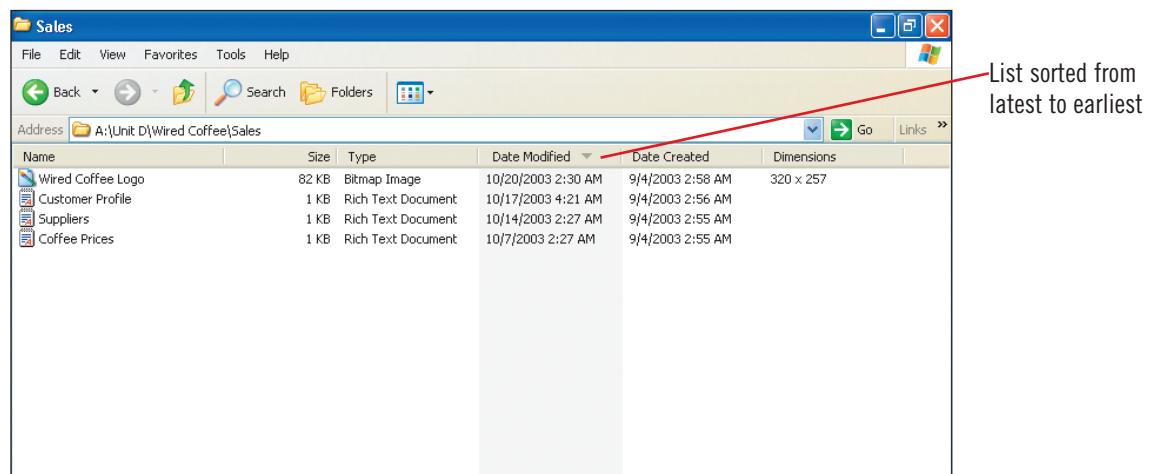
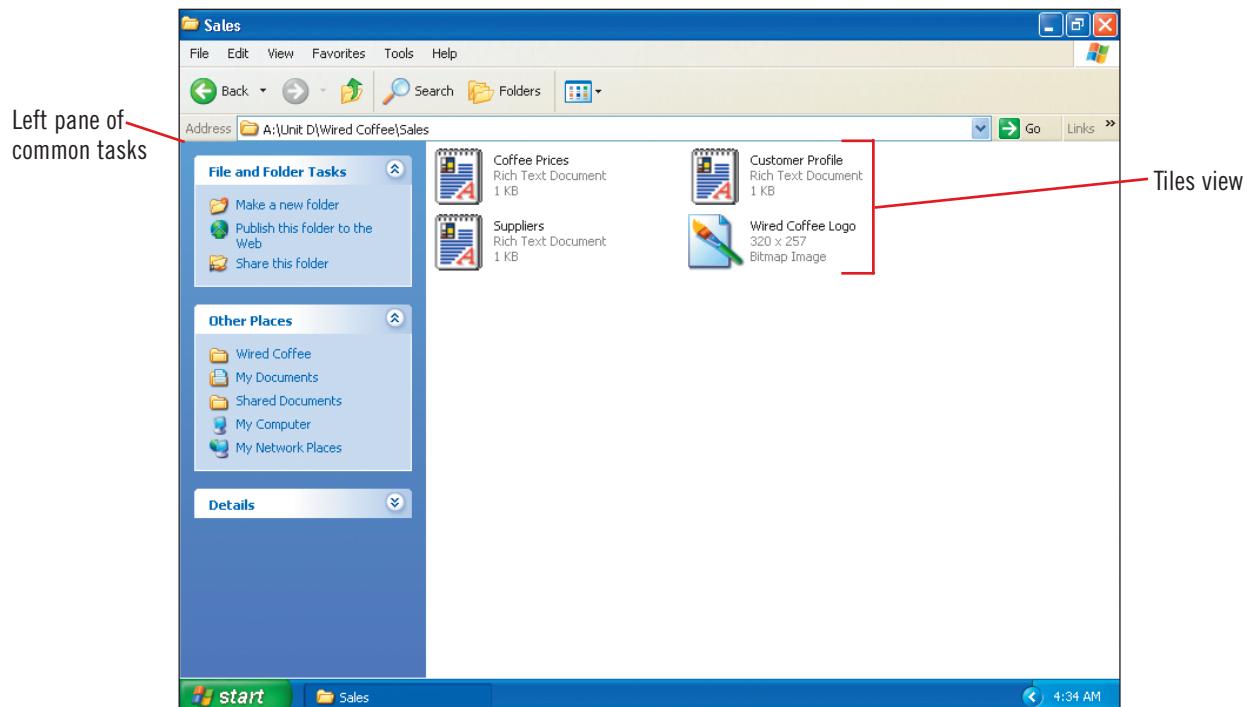
The folder options are restored to the Windows default settings. Although Tiles view is the default, the current view doesn't automatically switch back to it when you restore the settings unless you close and re-open the folder.

8. Click the Views button on the Standard Buttons toolbar, then click Tiles

The folder view changes to Tiles, as shown in Figure D-11.

9. Click the Back button on the Standard Buttons toolbar

The Wired Coffee window appears in Tiles view.

FIGURE D-9: Sorting files and folders by date modified (earliest to latest)**FIGURE D-10:** Sorting files and folders by date modified (latest to earliest)**FIGURE D-11:** Restoring folder options



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Displaying Disk and Folder Information

As you work with files, folders, and programs, it's important to know the size of the disk and how much space remains available. A disk can store only a limited amount of data. Hard disks can store large amounts of data, up to 10 gigabytes of data, while floppy disks are limited to 1.4 megabytes of data. A disk that can store 1.44 megabytes of data, for example, is capable of storing approximately 1.4 million characters, or about 3,000 pages of information. You can use the Properties command on a disk to display the disk size, used and free space, and change a **disk label**, which is a name you can assign to a hard or floppy disk. When you label a hard disk, the label appears in the My Computer and Windows Explorer windows. Besides checking hard disk drive or floppy disk information, you can also use the Properties command on a folder to find out the size of its contents. This can be helpful when you want to copy or move a folder to a removable disk or CD.

 John wants to find out how much space is available on his floppy disk and the size of a folder's contents.

Steps 123

1. In the left pane under Other Places, click **My Computer**

The My Computer window opens, displaying the disk drives available on your computer.

2. Right-click the icon for the drive where your Project Files are located

In this example, the drive is the 3½" disk.

3. Click **Properties** on the shortcut menu, then click the **General tab** if necessary

The 3½ Floppy (A:) Properties dialog box opens, displaying the General tab, as shown in Figure D-12. There is a pie chart showing the amount of space being used relative to the amount available for the disk. In this example, 872 kilobytes are used and 551 kilobytes are free.

Trouble?

If you are working in a lab and your Project Files are located on a hard or network disk, skip Step 4.

4. Click in the **text box** if necessary, then type **ProjectDisk**

A disk label cannot contain any spaces, but can be up to 11 characters long.

5. Click **OK**

The Properties dialog box closes.

6. Double-click the icon for the drive and folder where your Project Files are located

The Wired Coffee folder is displayed.

7. Right-click the **Wired Coffee folder**, click **Properties** on the shortcut menu, then click the **General tab** if necessary

The Wired Coffee Properties dialog box opens, displaying the General tab, as shown in Figure D-13. The Properties dialog box displays the size of the folder (Size) and the actual amount of disk space used by the selected folder (Size on disk). The actual amount of disk space used is either the cluster size or compressed size of the selected folder. A **cluster** is a group of sectors on a disk. A **sector** is the smallest unit that can be accessed on a disk. A sector on a disk cannot always be filled, so the amount is generally higher. If the file or folder is compressed, the Size on disk amount is the compressed size.

8. Click **OK** to close the Properties dialog box, then double-click the **Wired Coffee folder**

The Wired Coffee window appears, displaying the contents of the Wired Coffee folder.

FIGURE D-12: General tab in the 3½ Floppy (A:) Properties dialog box

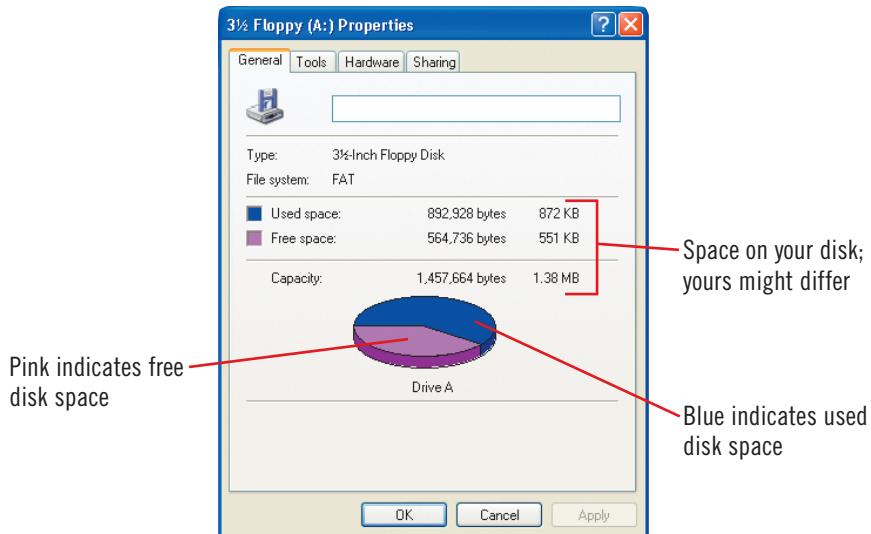
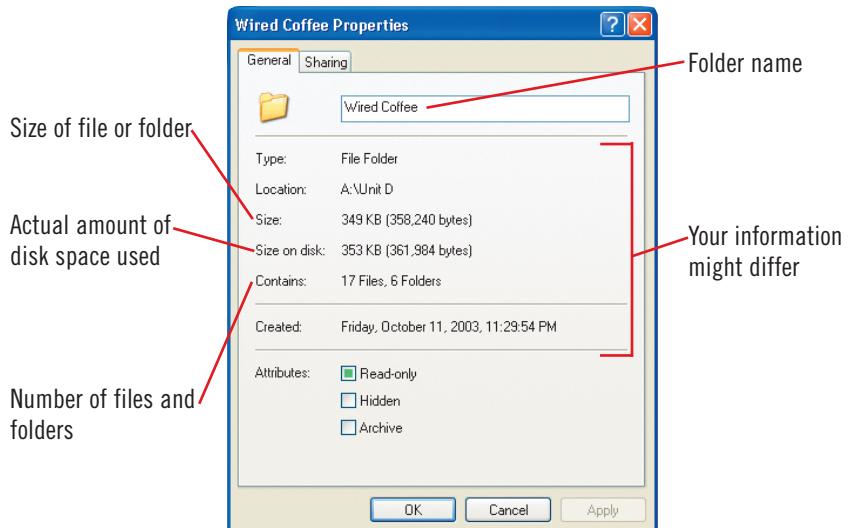


FIGURE D-13: General tab in the Wired Coffee Properties dialog box



Understanding file sizes

When you create a file, it takes up space on a disk. Files with text are smaller than files with graphics. The size of a file is measured in bytes. A **byte** is a unit of storage capable of holding a single character or pixel. It's the base measurement for all other incre-

mental units, which are kilobyte, megabyte, and gigabyte. A **kilobyte (KB)** is 1,024 bytes of information while a **megabyte (MB)** is 1,048,576 bytes, which is equal to 1,024 kilobytes. A **gigabyte (GB)** is equal to 1,024 megabytes.



Compressing Files and Folders

You can **compress** files in special folders that use compressing software to decrease the size of the files they contain. Compressed folders are useful for reducing the file size of one or more large files, which frees disk space and reduces the time it takes to transfer files to another computer over the Internet or network. A compressed folder is denoted by a zippered folder icon. You can compress one or more files in a compressed folder by simply dragging them onto the compressed folder icon. When a file is compressed, a copy is used in the compression, and the original remains intact. You can uncompress, or **extract**, a file from the compressed folder and open it as you normally would, or open a file directly from the compressed folder by double-clicking the compressed file icon. When you open a file directly, Windows extracts the file when it opens and compresses it again when it closes. John wants to compress Wired Coffee graphics in a folder.

Steps 123⁴



If you have a compression program, such as WinZip, installed, you need to uninstall it to perform these steps. See your instructor or technical support person.

1. In the Wired Coffee folder, double-click the **Graphics folder**, click the **Views button** on the Standard Buttons toolbar, then click **Details**

The Graphics window appears, displaying the contents of the folder in Details view.

2. Right-click an empty area of the window, point to **New** on the shortcut menu, then click **Compressed (zipped) Folder**

A new folder, temporarily named New Compressed (zipped) Folder, appears in the right pane.

3. Type **Compressed Graphics**, then click a blank area of the window to deselect the folder

The Compressed Graphics folder appears, as shown in Figure D-14.

4. Press and hold **[Ctrl]**, click the **Coffee Roast Logo** file, click the **Wired Coffee Color Logo** file, click the **Wired Coffee Logo** file, then release **[Ctrl]**

The three graphic files are selected.

5. Drag the selected files to the **Compressed Graphics folder**

The selected files are copied and compressed into the Compressed Graphics folder. The Size column in Details view shows that the uncompressed graphic files combined are approximately 183 KB, while the compressed folder is only 5 KB.

6. Double-click the **Compressed Graphics folder**

The Compressed Graphics folder appears, as shown in Figure D-15.

7. In the left pane under Folder Tasks, click **Extract all files** to start the Extraction Wizard, then click **Next** to continue

The second Extraction Wizard dialog box appears, as shown in Figure D-16.

8. In the text box with the directory, select the word **Compressed**, type **Extracted**, click **Next** to extract the files, click the **Show extracted files check box** to deselect it if necessary, then click **Finish**

The three files are extracted into a folder called Extracted Graphics.

9. Click the **Up button** on the Standard Buttons toolbar, press and hold **[Ctrl]**, click the **Extracted Graphics** folder, click the **Compressed Graphics** folder, press **[Delete]**, click **Yes** to confirm the deletion, then click the Graphics window **Close button**

The graphics are deleted from the Graphics folder, and the Graphics window closes.

Trouble?

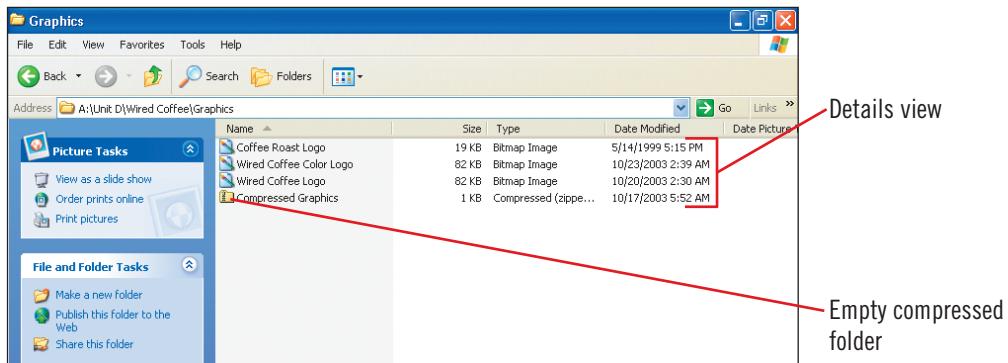
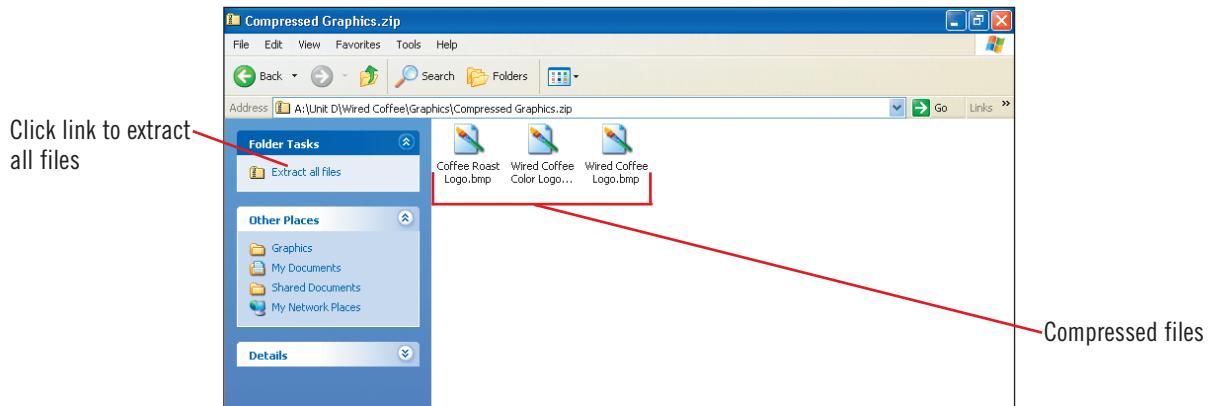
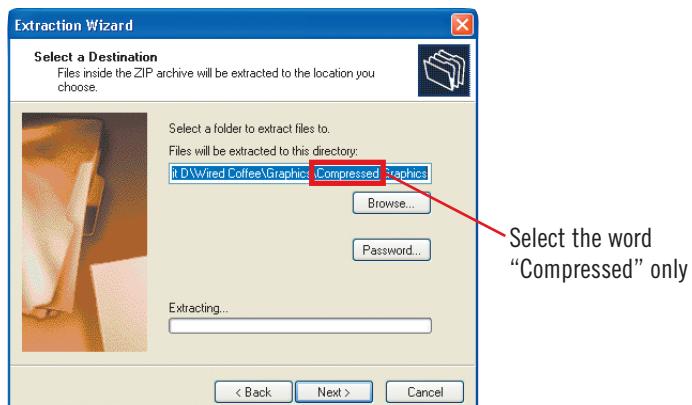
If a warning dialog box appears, click **No** to change the name. The filename needs a file extension (.zip). You need to type ".zip" at the end of the folder name.

QuickTip

To compress a folder and its contents, right-click the folder, point to **Send To**, then click **Compressed (zipped) Folder**.

QuickTip

To extract individual files, click the file, click **Move this file** in the left pane, select a folder location in the **Move Items** dialog box, then click **Move**.

FIGURE D-14: Creating a compressed folder**FIGURE D-15:** Contents of the compressed folder**FIGURE D-16:** Extraction Wizard dialog box

Compressing existing files and folders on an NTFS drive

If your hard disk is formatted as NTFS, you need to use a different method to compress existing files and folders. **NTFS** is an advanced file system that provides additional performance, security, and reliability over the standard file system **FAT** (File Allocation Table) or FAT32. To display the file system, select your hard disk icon in My Computer in the left pane

under Details. To compress an existing file or folder on an NTFS drive, right-click the file or folder you want to compress, click Properties, click Advanced on the General tab, click the Compress contents to save disk space check box to select it, then click OK twice. In the Confirm Attribute Changes dialog box, select the option you want, then click OK.



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Using Personal Folders

Windows makes it easy to manage the personal and business files and folders you work with everyday with a set of **personal folders**. My Documents is a personal folder, which contains additional personal folders, such as My Pictures, My Music, and My Videos. Depending on previous installation, devices installed, or other users, your personal folders might differ. The contents of your personal folders are private, unless you decide to share the contents with others who use your computer. Windows creates personal folders for everyone on your computer to make sure the contents of personal folders remain private. Each personal folder is identified by the user's name. For example, if John Casey and an associate Shawn Brooks use the same computer, there are two sets of personal folders, one named John Casey's Documents and another named Shawn Brooks' Documents. When John logs on to the computer, his personal folders appear as My Documents and Shawn's appear as Shawn Brooks' Documents, but John cannot access them.

 John wants to open his personal folders and find out more about their functionality.

Steps 123

QuickTip

To open the My Pictures folder from the Start Menu, click the Start button, then click My Pictures.

1. Click the **Start button** on the taskbar, then click **My Documents**

The My Documents window opens, as shown in Figure D-17.

2. Double-click the **My Pictures folder**

The My Pictures window opens, displaying the contents of the folder as thumbnails. A **thumbnail** is a miniature image of the contents of a file; thumbnails are often used to quickly browse through multiple images. If the folder doesn't contain images, Windows inserts icons instead of thumbnails.

3. Double-click the **Sample Pictures folder**

The Sample Pictures window opens, displaying the contents of the picture folder as a filmstrip, as shown in Figure D-18. Filmstrip is a special view, located on the Views button or View menu, available only for folders with many pictures.

QuickTip

To rotate pictures in Filmstrip view, click the Rotate Clockwise button  or the Rotate Counterclockwise button .

4. Click the **Next Image (Right Arrow) button**  until the last image in the Sample Pictures folder appears in the filmstrip

5. Click the **Back button**  Back on the Standard Buttons toolbar twice to display the My Documents folder

6. Double-click the **My Videos folder**

The My Videos folder opens, displaying the contents of the folder as thumbnails. For videos, the first frame appears in the thumbnail.

7. In the left pane under Video tasks, click **Play all**

Windows Media Player opens and plays the sample Windows Movie Maker video.

8. When the video is finished, click the **Close button**  on the Windows Media Player Close button. Windows Media Player closes.

9. Click the **Back button**  Back on the Standard Buttons toolbar to display the My Documents folder, then click a blank area to deselect the folder

FIGURE D-17: My Documents folder

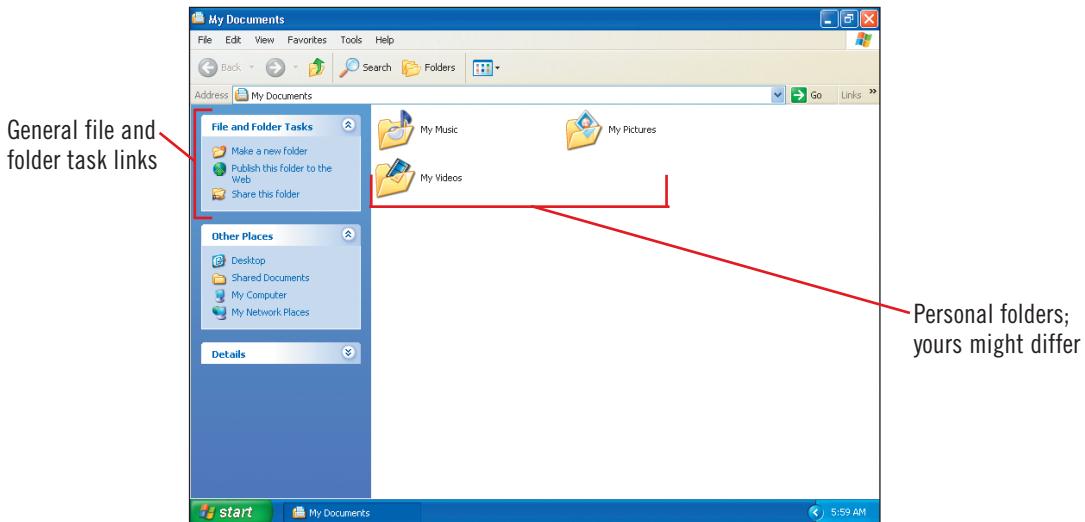
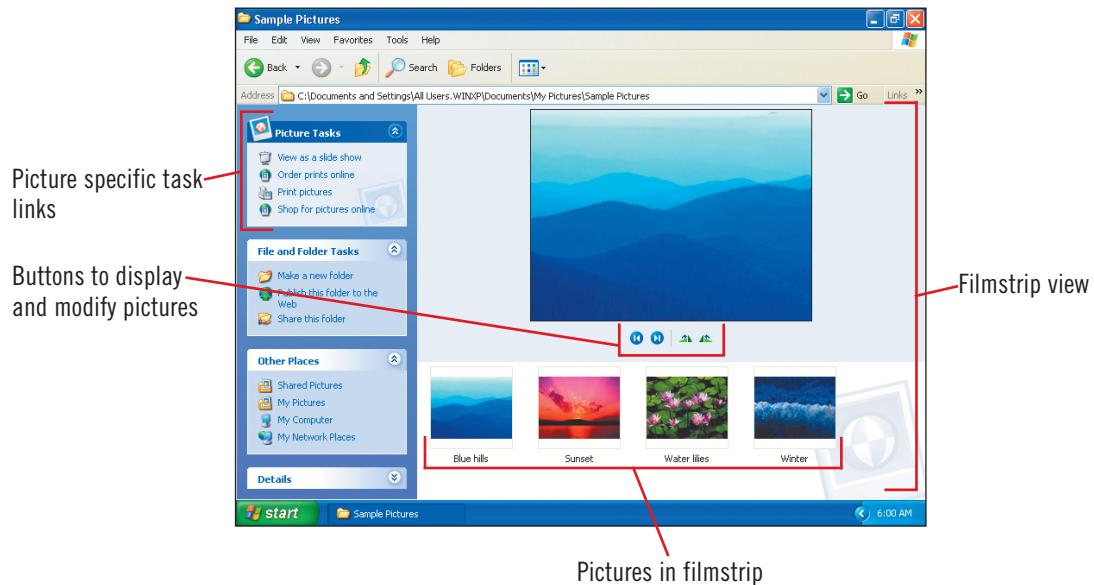


FIGURE D-18: Sample Pictures folder



Using the Shared Documents folder

Shared folders are related to your personal folders on a shared computer. They provide a place for you to make files, pictures, and music available to everyone who uses your computer. Your personal folders: My Documents, My Pictures, My Music, and My Videos each have a shared counterpart: Shared Documents, Shared Pictures, etc., in which you can copy files and folders to share with others. To share files and folders on your computer, click the Start button on the taskbar, click My Documents, click the file or folder

you want to share, then drag the file or folder to Shared Documents in the left pane under Other Places. To share pictures and music on your computer, open My Documents, double-click the My Pictures or My Music folder, click the file or folder you want to share, click Move this file or Move this folder to open the Move Items dialog box, click the Shared Documents folder, click Shared Pictures or Shared Music, then click Move.



Customizing a Personal Folder

In the My Documents folder you can create your own folders and customize view options based on the contents. In the left pane of the My Pictures, My Music, and My Videos folders, Windows provides links to file management activities specifically related to the contents of the folder and other places on your computer, such as Print pictures in the My Pictures folder, or Play all in the My Music or My Video folders. When you create a new folder, you can customize it for pictures, music, and videos by applying a **folder template**, which is a collection of folder task links and viewing options. When you apply a template to a folder, you apply specific features to the folder, such as specialized task links and viewing options for working with pictures, music, and videos.

 John wants to customize a folder for pictures in the My Documents folder.

Steps 123

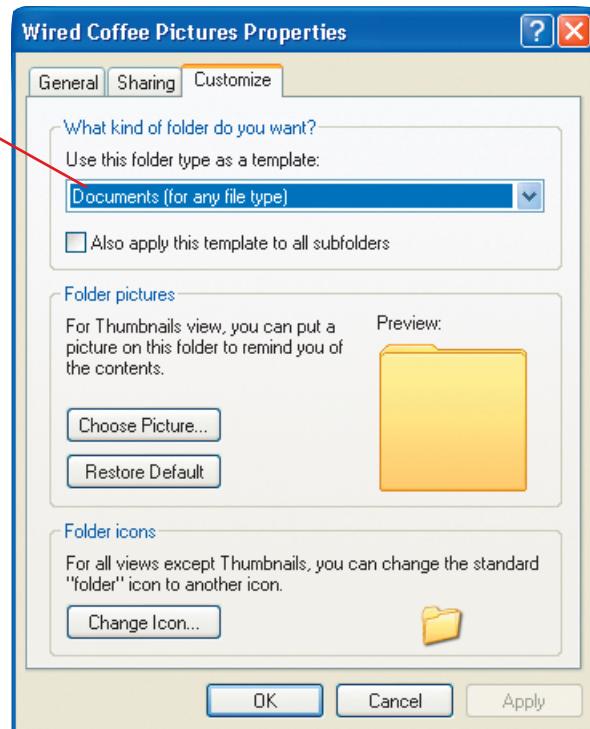
Trouble?

If a folder is selected, this will not be an option. Click a blank area of the window to deselect the folder, then try again.

QuickTip

To choose the picture that displays on a folder icon in Thumbnails view, click Choose Picture in the Customize tab of the Properties dialog box, navigate to the picture, then double-click it.

1. In the My Documents folder, click **Make a new folder** in the left pane under File and Folder tasks, type **Wired Coffee Pictures**, then press **[Enter]**
The new folder appears.
2. Double-click the **Wired Coffee Pictures folder**
The empty Wired Coffee Pictures folder appears. General links for file and folder tasks appear in the left pane.
3. Right-click a blank area of the folder, then click **Customize This Folder**
The Properties dialog box opens, displaying the Customize tab, as shown in Figure D-19.
4. Click the **Use this folder type as a template list arrow**, then click **Pictures (best for many files)**
When you choose a template, you apply specific features to your folder, such as specialized task links and viewing options for working with pictures, music, and videos.
5. Click the **Also apply this template to all subfolders check box** to select it
The template is applied to all subfolders within the Wired Coffee Pictures folder.
6. Click **OK**
The left pane contains common tasks related specifically to pictures, such as Order prints online and Print pictures; the list of available picture tasks changes based on the current selection. See Table D-1 for a list and description of common picture tasks.
7. Click the **Back button**  to display the My Documents folder
8. Click the **Wired Coffee Pictures folder** to select it if necessary, click **Delete this folder** in the left pane under File and Folder Tasks, then click **Yes** to confirm the deletion to the Recycle Bin
The Wired Coffee Pictures folder is deleted and sent to the Recycle Bin.
9. Click the **Close button** in the My Documents window
The My Documents window closes.

FIGURE D-19: Properties dialog box with Customize tab**TABLE D-1:** Picture tasks in the My Pictures folder

picture task	description
View as a slide show	Displays a full screen version of each picture in the folder for five seconds; click buttons on the Slide Show toolbar to start, pause, and stop the show
Order prints online	Opens the Online Print Ordering Wizard, which helps you order prints of your digital photographs over the Internet
Print this picture or Print the selected pictures	Opens the Photo Printing Wizard, which helps you format and print photographs from a digital camera or scanner
Set as desktop background	Sets the selected picture as the desktop background
Show for pictures online	Opens the Windows XP Pictures Online Web site in your Web browser, where you can find and download pictures over the Internet



Windows XP

Managing Files and Folders on a CD

A **compact disc**, or CD, is a small circular disc that is used to store large amounts of information. The low cost and convenient size of CDs and the popularity of CD recording hardware make using CDs an effective approach to some file management tasks. For example, CDs are an effective way to backup information or transfer large amounts of information to another computer without a network. You can copy, or **write**, files and folders to either a **compact disc-recordable (CD-R)** or a **compact disc rewritable (CD-RW)**. With CD-Rs, you can write files and folders only once, read them many times, but can't erase them. With CD-RWs, you can read, write, and erase files and folders many times, just like a floppy or hard disk. To create a CD, you must have a CD recorder (also known as a writer or burner) and blank CDs. Do not copy more files and folders to the CD than it will hold; anything beyond the limit will not be copied to the CD. Standard CDs hold up to 700 megabytes (MB). High-capacity CDs hold up to 850 MB. When you write to, or **burn**, a CD, Windows needs disk space on your hard disk to store temporary files that are created during the process, so make sure you have 700 MB of free hard disk space when using a standard CD and 1 gigabyte (GB) for a high-capacity CD. John wants to copy the Wired Coffee folder to a CD-RW.

Steps 123⁴



If you don't have a CD-RW drive, read the steps but do not perform any actions.

QuickTip

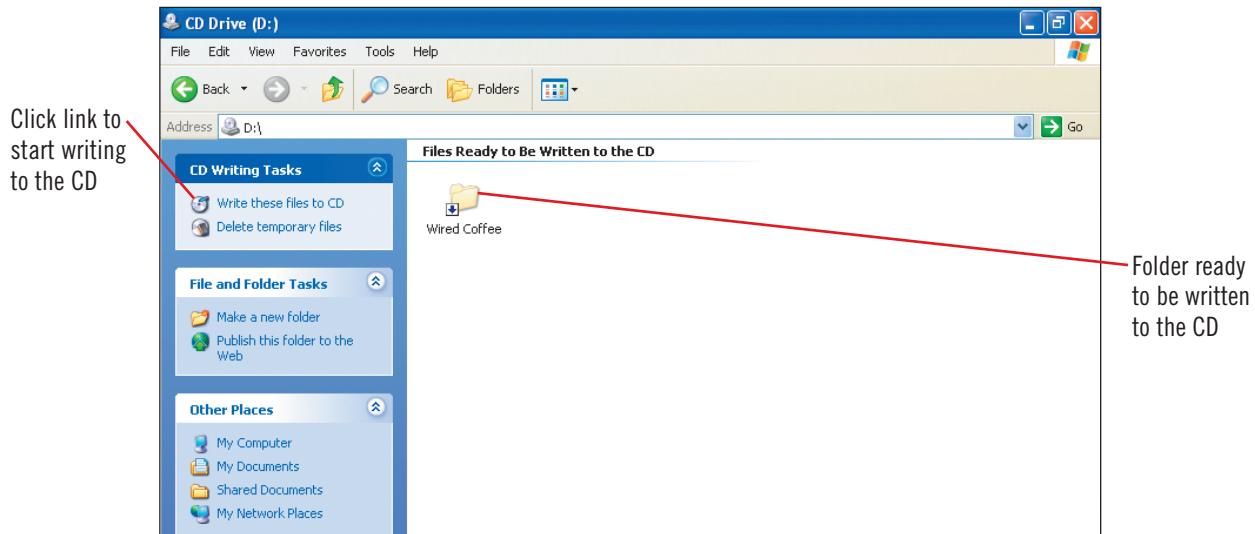
To change CD recording drive properties, right-click the CD recording drive icon in My Computer, click Properties, then click the Recording tab. Select a recording speed or change the Windows space reserve, then click OK.

1. Insert a blank CD-RW into the CD recorder, click the **Start button** on the taskbar, then click **My Computer**
My Computer opens, displaying the drives, including a CD recording drive.
2. Double-click the drive and folder where your Project Files are located, then click the **Wired Coffee folder** to select it
3. In the left pane under File and Folder Tasks, click **Copy this folder**
The Copy Items dialog box opens.
4. In the Folder list, scroll down, click the **CD recording drive**, then click **Copy**
The Wired Coffee folder is copied to the CD recording drive.

QuickTip

If balloon help appears, pointing to an icon in the notification area and indicating you have files waiting to be written to the CD, you can click the balloon to open the CD recording drive.

5. In the left pane under Other Places, click **My Computer**, then double-click the **CD recording drive**
Windows displays a temporary area where files are held before they are copied to the CD, as shown in Figure D-20. Verify that the files and folders that you intend to copy to the CD appear under Files Ready to be Written to the CD
6. In the left pane under CD Writing Tasks, click **Write these files to CD**
The CD Writing Wizard dialog box appears, as shown in Figure D-21.
7. In the CD name text box with the selected text, type **Wired Coffee**, then click the **Next button** to continue
A progress meter appears while the wizard writes the data files to the CD. Then, when finished, the final CD Writing Wizard dialog box appears.
8. Click **Finish**
The CD recording drive opens, displaying the contents of the drive.
9. Click the **Close button** in the CD recording drive window

FIGURE D-20: Files ready to be copied to a CD**FIGURE D-21:** CD Writing Wizard dialog box

Creating music CDs

With Windows Media Player, you can create your own CDs from music tracks you have stored in Media Library. To create a music CD, you must have a CD recorder and blank CDs (either CD-Rs or CD-RWs). If you use a CD-R to make a one time recording, make sure that the music fits on the CD and that you copy all the music at the same time. A standard CD (700 MB) holds 76 minutes of music, while a high-capacity CD holds 80 minutes. You can copy Windows Media (.wma), mp3, and wav files from the Media Library to a CD. To burn a music CD, insert a blank

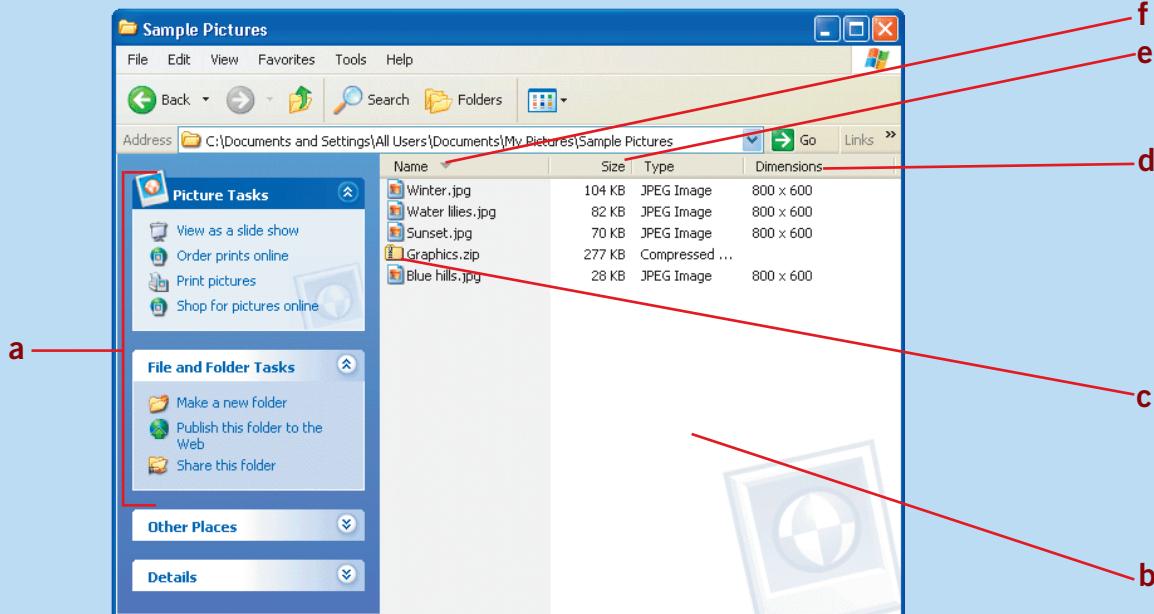
CD-R or CD-RW in the CD recording drive, start Windows Media Player, add music you want on CD to the Media Library, click Copy to CD or Device on the Taskbar, select the playlist or category of music tracks you want to copy from Media Library, click the recordable CD drive in the Music on Device pane, then click Copy Music. While the burning takes place, do not try to perform any other action on your computer, especially those that access the hard drive, such as opening or saving a file, as that could stop the recording.

Practice

► Concepts Review

Label each element of the screen shown in Figure D-22.

FIGURE D-22



1. Which element points to the sorted column?
2. Which element sorts files and folders by image size?
3. Which element sorts files and folders by file size?
4. Which element contains links?
5. Which element contains personal files and folders?
6. Which element contains compressed files?

Match each term with the statement that describes its function.

7. Favorite	a. A place to store files
8. Byte	b. A way to revisit a folder
9. Personal folder	c. A place to decrease file sizes
10. Compressed folder	d. A term for uncompressing files
11. Extract	e. A unit of storage

Select the best answers from the following lists of choices.

12. Which of the following is NOT a default folder view setting?
 - a. Icons view
 - b. Show common tasks in folders
 - c. Open each folder in the same window
 - d. Double-click to open an item

13. Which of the following folder sizes is the largest?

- a. 1 megabyte
- b. 2000 kilobytes
- c. 1 gigabyte
- d. 1,248,896 bytes

14. A cluster is a group of:

- a. Sectors.
- b. Files.
- c. Folders.
- d. Bytes.

15. Extract is another name for:

- a. Uncompress.
- b. Expand.
- c. Compress.
- d. Zipped.

16. Which of the following can read, write, and erase files and folders?

- a. CD-ROM
- b. CD-R
- c. CD-RW
- d. DVD

► Skills Review

1. Add a folder to the Favorites list.
 - a. Open My Computer.
 - b. Navigate to the drive and folder where your Project Files are located, then open the Wired Coffee folder.
 - c. Create a favorite to the Letters folder named **Wired Coffee Letters**, then click the Back button on the toolbar.
 - d. Navigate to the Wired Coffee Letters favorite, then delete the Wired Coffee Letters favorite.
2. Change Folder Options.
 - a. Change the view to Details. Change the folder option to use Windows classic folders.
 - b. Change the folder option to display the full path in the title bar, then apply the folder options to all folders.
 - c. Display the Wired Coffee folder to verify the new folder options.
3. Change file details to list.
 - a. Open the Graphics folder in Details view. Add Dimensions and Date Accessed to Details view.
 - b. Remove Date Accessed from Details view, then add Date Created to Details view.
4. Change file and folder list views.
 - a. In the Graphics folder, sort by smallest to largest, then by date created earliest to latest, then by name in alphabetical order.
 - b. Remove Date Created and Dimensions from Details view.
 - c. Restore all folder option defaults and reset all folders, change to Tiles view, then display the Wired Coffee folder.
5. Examine disk and folder capacity.
 - a. Go to My Computer, then display disk size information for the drive where your Project Files are located.
 - b. On paper, write the disk capacity, how much is in use, and how much is available for further use.
 - c. Display the Wired Coffee folder, then display folder size information for the Advertising and Letters folders.
 - d. On paper, write down the actual size of the folder.
 - e. Create a file using WordPad listing the information gathered in Steps b and c. Save it as **Disk Info** in the folder where your Project Files are located, then click the Close button in the WordPad window.
6. Compress files and folders.
 - a. Create a compressed folder named **Compressed Logos**. Drag the Graphics folder to the Compressed Logos folder.
 - b. Open the Compressed Logos folder, then open the Graphics folder inside.
 - c. Extract the Coffee Roast Logo file to the Wired Coffee folder.
 - d. In the Wired Coffee folder, delete the Compressed Logos folder and the Coffee Roast Logo file.
 - e. Close the Wired Coffee window.

7. Use personal folders.

- a. Open My Documents, then open the My Pictures folder and the Sample Pictures folder.
- b. View all the graphics in the folder, then display My Documents, then open the My Music folder.
- c. Play all the music in the folder, then close Windows Media Player. Display My Documents, then deselect all the folders.

8. Customize a personal folder.

- a. In My Documents, create a folder named **Wired Coffee Music**, then open it.
- b. Customize the folder with a music folder template.
- c. Verify that the common task links changed to Music tasks.
- d. Display My Documents. Delete the Wired Coffee Music folder, then close My Documents.

9. Manage files and folders on a CD.

- a. Insert a CD-RW into the CD recorder. Copy the Advertising and Letters folders to the CD-RW.
- b. Write the file to the CD-RW. Verify that the folders appear on the CD-RW, then close My Computer.

► Independent Challenge 1

You own a sewing machine repair business, and you want to use Windows to organize your documents.

- a. Create a WordPad file named **Wilson Letter** thanking Mr. Wilson for his business. Save this file and the other files you create to the drive and folder where your Project Files are located.
- b. Create another WordPad file named **Suppliers**. List the following suppliers in the file:

Apex Sewing Machine Parts	Jones Sewing Repair
PO Box 3645	18th and 3rd Avenues
Tempe, AZ 12345	Brooklyn, NY 09091
- c. Create a third WordPad file named **Bills**. List the following information in the file:

Apex	16453	\$34.56
Jones	47354	\$88.45
Ott	44412	\$98.56
- d. Open My Computer, navigate to the drive and folder where your Project Files are located, then create a folder named **Sewing Works**.
- e. In the Sewing Works folder, create three new folders: **Letters**, **Contacts**, and **Accounts**.
- f. Expand the Sewing Works folder in the Folders Explorer Bar.
- g. Move the file named Wilson Letter to the Letters folder, the file named Suppliers to the Contacts folder, and the file named Bills to the Accounts folder, then add a favorites link to the Letters folder.
- h. Press [Print Screen], open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image if necessary. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100 % normal size to 50% in the Scaling area, then click OK. Click File on the menu bar, click Print, then click Print.
- i. Remove the favorites link to the Letters folder.
- j. Close My Computer.

► Independent Challenge 2

As manager of the summer program at a day camp, you need to keep your files and folders organized.

- a. Open My Computer, navigate to the drive and folder where your Project Files are located, then create three folders named **Day Camp**, **Campers**, and **Activities**.
- b. Create a WordPad file named **Camper Data**. Save this and other files to the drive and folder where your Project Files are located. Create information on five campers, including names, ages, bunks, and sports.

- c. Move the file named Camper Data into the folder named Campers.
- d. Create a WordPad file named **Activities Overview**. Add information on five activities, including the activity names, equipment the children need to supply, number of children, and the activity leaders.
- e. Move the file named Activities Overview into the folder named Activities.
- f. Move the Activities folder and the Campers folder into the Day Camp folder.
- g. Apply to all folders: Details view, Windows classic folders, and show extensions for known file types.
- h. Open the Campers folder, then copy the Camper Data file to the Activities folder.
- i. Open the Activities folder, then print the screen. (See Independent Challenge 1, Step h.)
- j. Restore folder options to default settings, then close My Computer.

► Independent Challenge 3

The summer fine arts program you manage has different categories of participation for young adults, including two- and four-week programs. To keep track of who participates in each program, you must organize two lists into folders.

- a. Open My Computer, navigate to the drive and folder where your Project Files are located, then create a folder named **Summer Program**.
- b. In the Summer Program folder, create a folder named **Fine Arts**.
- c. In the Fine Arts folder, create two other folders named **2 Weeks** and **4 Weeks**.
- d. Create a WordPad file named **2 Weeks Art** on the drive and in the folder where your Project Files are located. Include the following information:

Leni Welitoff	2 weeks	painting
Tom Stacey	2 weeks	ceramics and jewelry
- e. Create a WordPad file named **4 Weeks Art** on the drive and in the folder where your Project Files are located. Include the following information:

Kim Dayton	4 weeks	painting and landscape design
Sara Jackson	4 weeks	set construction
- f. Move the files you created into their respective folders: 2 Weeks and 4 Weeks.
- g. Change folder options to Details view, open each folder in its own window, and do not display the full path in the address bar. Apply to all folders.
- h. Open the 4 Weeks folder in the Fine Arts folder, then print the screen (see Independent Challenge 1, Step h.)
- i. Restore the folder setting defaults and reset the folders to Tiles view, then close My Computer.

► Independent Challenge 4

As head of the graphics department in a small design firm, one of your jobs is to organize the clip-art images used by the company. The two categories in which you want to place images are Lines and Shapes. You can place clip-art images in more than one category as well.

- a. In the drive and folder where your Project Files are located, create three different small Paint images and save them using the names: **Ellipses**, **Lines**, and **Curves**.
- b. Open My Computer, navigate to the drive and folder where your Project Files are located, then create two folders named **Lines** and **Shapes**.
- c. Move the Curves and Lines files into the Lines folder, then move the Ellipses file into the Shapes folder.
- d. Copy the Curves file into the Shapes folder, then rename the Ellipses file **Ovals**.
- e. Create a compressed folder named **Clip Art**.
- f. Place the Lines and Shapes folders in the compressed Clip Art folder.
- g. Print the screen (see Independent Challenge 1, Step h), then close My Computer.

► Visual Workshop

Re-create the screen shown in Figure D-23, which displays the desktop and a compressed folder with pictures from the Sample Pictures folder on the hard disk. Print the screen. (See Independent Challenge 1, Step h for screen printing instructions.)

FIGURE D-23

